

**JOB TITLE:** Supt of Parks, Cemeteries and Forests  
**DEPARTMENT:** DPW

**GRADE:** P-5  
**DATE:** June 2019

*The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated.*

**DEFINITION:**

Administrative, supervisory and field work maintaining Town parks, forests, trees, cemeteries and ponds. Works under the supervision of the Director of Public Works executing the policies and programs directed by the Town Administrator.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Director of Public Works.

**SUPERVISION EXERCISED:**

Exercises supervision over all full time and seasonal Parks Cemeteries and Forestry personnel.

**DISTINGUISHING CHARACTERISTICS:**

1. Works independently, requiring the ability to plan and direct a program of maintenance and or repair for Town parks, recreational fields, forests, trees, landscaping, cemeteries playgrounds and ponds. Requires the development of data and recommendations which influence the formulation of policy.
2. Work involves public and intergovernmental contacts to explain municipal projects, programs, and obtain information to conduct such projects and programs.
3. Work involves the direction of other management and line personnel, ensuring that the foremen use proper work methods, assign work correctly. Reviews work of subordinates, and establishes and maintains work schedules and productivity.
4. Errors of omission or commission may be extremely costly in terms of public safety and dollars as the employee has the responsibility for the successful operation of a major municipal organizational unit.
5. Work is performed under good to moderate conditions with some exposure to physical injury in the field.

**ESSENTIAL FUNCTIONS:**

*The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.*

**EXAMPLES OF WORK:**

**Included but not limited to:**

1. Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
2. Plans and directs maintenance of Town parks, recreational fields, playgrounds, forests, landscaping, cemeteries and trees. Directs the operations of Town cemeteries including relations with the funeral industry. Assigns work to foremen as necessary.

3. Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
4. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual operations and maintenance and capital improvement budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
5. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
6. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
7. Performs and assists subordinates in performing duties; adjusts errors and complaints.
8. Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of department operations. Assures compliance with established policies and procedures.
9. Prepares and administers budget for all areas under the parks, cemeteries and forestry division; orders all new and replacement equipment.
10. Supervises the control of, and is responsible for all materials and supplies used in the maintenance, construction and repair of town parks, fields, cemeteries, playgrounds and forests.
11. Prepares cost estimates to plan and provide for improvements to each of the above and oversees construction projects associated with each improvements.
12. Maintains liaison with public utilities, Norfolk County Mosquito Control as well as other departments and state, local and other public officials and agencies. Provide support activities for various sports, arts, cultural and civic programs. Responds to resident inquiries, requests and complaints, referring potentially sensitive issues to the Director. Attends board and committee meetings and public hearings to provide technical information and assistance as required. Plan and supervise spray or other programs for control of weeds and insects in accordance with an adopted and permitted Integrated Pest Management Program.
13. Develops and maintains a park and open space maintenance management system. Develops park maintenance and operating procedures and methods within limits of departmental policies and procedures.
14. Conducts annual review of facilities and completes plans and surveys as required.
15. Coordinates maintenance and construction projects with the Director of Public Works and Town Engineer. Maintain current knowledge of profession through peer association and attendance at seminars and meetings. Conduct periodic meetings to educate and train staff. Required to be on call to address emergencies either through personal response or delegation of staff. Functions as Tree Warden for the Town of Walpole as defined in Mass General Laws Chapter 87.

#### **DESIRABLE QUALIFICATIONS:**

**Education and Experience:** Knowledge equivalent to a Bachelor's Degree in Forestry with courses or a degree in Arboriculture or Turf Management or other closely related degree including course work in organization and administration. Six to eight years experience in Parks, Turf and or Forestry with at least three years in a supervisory position or equivalent combination of education and experience.

**Knowledge, Abilities and Skills:** Requires supervisory and technical skill in maintenance of parks, ball fields, forests, playgrounds, trees, landscaping and cemeteries. Ability to establish and maintain effective relationships with employees and the public. Ability to program and schedule activities on a long and short term basis. Ability to express oneself clearly and concisely in oral and written form. Working knowledge of horticulture, arboriculture and turf. Some knowledge of setting grades for construction and maintenance of all athletic fields; knowledge and understanding of maps for the layout of cemetery plots

**SPECIAL QUALIFICATIONS:**

Possession of, or ability to obtain within 6 months of employment, a CDL Class B operator's license issued by the Registry of Motor Vehicles and a hoisting engineers license 2A, 2B or 1C issued by the State Department of Public Safety. Also, Commercial Pesticide Certification Category 36 -37 for pesticide spraying of trees, ornamentals and turf. Required to be a Massachusetts (MCA) or International Society of Arboriculture (ISA) Certified Arborist.

**TOOLS AND EQUIPMENT USED:**

Personal computer with word processing and spreadsheet software, hand tools, engineer's level or transit, communication radio, telephone, motor vehicles

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places, using appropriate safety equipment and procedures. The employee may occasionally be exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. Appropriate safety precautions should be used to protect self and other employees from any danger.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.*

New                    1989  
Revised January 1997  
Revised              August 2001  
Revised              June 2019